

# Memorandum

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Be energy efficient!*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEFS, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

**Date:** February 17, 2006

**File:** Division of Construction  
CPD 06-2

**From:** ROBERT PIEPLOW  
Chief  
Division of Construction



**Subject:** Serving Legal Division with a Copy of a Contract Complaint in Arbitration

A contractor who files a complaint in arbitration in accordance with Section 9-1.10, "Arbitration," of the *Standard Specifications*, does not receive instructions telling him where to serve his complaint to Caltrans. Some contractors serve a copy of their complaint to the Legal Division, while others serve the district. Some districts do not routinely notify the Legal Division when they receive a complaint. Inconsistent serving of arbitration complaints causes problems for the Legal Division because they must respond to the complaint within a specific period of time.

The District Director Determination of Claims letter must be revised to include instructions for the contractor to serve Caltrans with a copy of its complaint to the Legal Division. The revised Example 5-4.11, "Sample District Director Determination of Claims," letter of the *Construction Manual* is attached for your reference.

Attachment